

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **MANAGEMENT ASSISTANT**

DEPARTMENT: **VARIES**

BASIC FUNCTION:

Under functional direction, to perform routine technical, analytical, and administrative work; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents are assigned duties that require specialized knowledge or skills in performing technical administrative work and perform independently within guidelines established by their supervisor or by the project. Management Assistants are distinguished from the next higher level by the complexity of analytical responsibilities, scope and discretion exercised in performing the assigned work.

KEY RESPONSIBILITIES:

Conduct surveys and perform research and statistical analysis on administrative, fiscal, personnel and operational problems.

Analyze data and make recommendations on the formulation of operating procedure, staffing, and organizational requirements within the area assigned.

Compile materials and prepare reports, manuals and publications, and assist in the maintenance of both automated and manual records and accounts.

Design and implement systems and forms for use in operational situations.

May assist in budget preparation, analysis and administration by collecting data necessary to prepare and monitor department budget.

Prepare agenda bills and materials for City Council presentations.

Assist in the coordination of activities with other City departments and divisions, and with outside agencies.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles of organization, administration, budget and personnel management.

Methods and techniques of research, statistical analysis and report presentation.

Ability to:

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Work cooperatively with management staff, employees and others.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Utilize software applications, such as, word processing, spreadsheet, database management, and graphics presentation as required by the duties of the job.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

College level course work in public and/or business administration or a closely related field, and work experience related to the assigned area.

A bachelor's degree from an accredited college or university is preferable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard

office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits